

31 March 1961

Mr. Albert A. Downs
Forest Economics Research Division
Forest Service
U. S. Department of Agriculture
Washington 25, D. C.

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Dear Mr. Downs:

This Agency is beginning to develop its operating budget for FY 1962 and to work up its estimate of funds required for FY 1963. Will you therefore please submit estimates of funds required for NIS production by your staffs in FY 1962 and FY 1963 to the Office of Basic Intelligence by 14 April 1961.

I want to particularly impress upon you the necessity for general economy of staffs and funds wherever this can be obtained without loss of quality in your production of NIS contributions. In this respect your costs per section in the current year are considerably greater than those of other contributing offices. I shall discuss these matters further at our preliminary budget hearings to be held in this office during the week of 17-21 April 1961.

Sincerely,

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Basic Intelligence

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